



IMPORTANT

DO'S AND DON'TS
TO CONSIDER
WHEN CRAFTING

A RESUME



1

EMAIL ADDRESSES

Avoid using outdated email providers such as Hotmail or Yahoo as it can make you appear out of touch. Instead, opt for a professional-looking email address (preferably with your first name and last name) on more modern platforms like Gmail, Proton Mail, or even your own personal domain.



2

FONT CHOICE

Steer clear of Times New Roman as this font is often associated with old-school resume styles. Opt for modern fonts like Arial or Calibri to give your resume a contemporary look.



3

RESUME LENGTH

Be concise and avoid being overly verbose in your resume. If you disclose everything about yourself, you might not get to the interview stage. Remember, your resume is like a dating profile – sharing too much information could lead to dismissal for minor reasons. Aim to pique interest and secure that first interview.



4

KEYWORDS

Incorporate relevant keywords into your resume. Hiring managers and recruiters often search for specific keywords related to technology, industries, and projects. Including these in your resume will enhance its visibility and showcase your suitability for the role.

